



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, October 19, 2020 at 12:00 noon
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning ten (10) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/install/788347229> or number: [1 866 899 4679](tel:18668994679). Access Code for dialing in: 788-347-229.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 minutes) **Public Comments**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President
 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
7. (5 minutes) **Facilities Update – For Discussion and Informational Purposes Only**
8. (5 minutes) **L.E.N.A Update – For Discussion and Informational Purposes Only**
9. (5 minutes) **Public Furnishing Project Update – For Discussion and Possible Action**
- 10.(5 minutes) **Re-Opening Conversation – For Discussion and Possible Action**
- 11.(5 minutes) **Route to Recovery Wi-Fi Project for Marathon County – For Discussion and Possible Action**
- 12.(5 minutes) **Task Force Update – For Discussion and Possible Action**
- 13.(5 minutes) **January 2021 Board of Trustees Meeting – For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**
16. **Next Meeting Dates**
 - Monday 11/16/2020
 - Monday 12/21/2020

17. Adjournment

Signed:  _____

Library Director

*All times are approximate and subject to change
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: October 14, 2020
FAXED TIME: 10:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 21, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Michelle Van Krey (remote), Scott Winch (remote), Ralph Illick

Excused: Mang Xiong

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 8 remote visitors

The meeting was called to order at 12:00 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A motion was made by Scott Winch to approve the Board of Trustee minutes from the August 17, 2020 meeting. Seconded by Kari Sweeney. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for August 2020. Seconded by Scott Winch. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – The Library Director reported that the Friends are hoping to hold a book sale in November by appointment only.

MCPL Foundation – The Library Director reported the Foundation did meet. One of the managers from the North Central Health Care Adolescent Unit would like to work with the Foundation to get the unit their own appropriate library materials. The Foundation has agreed to a \$2,500 grant. The Friends group has also provided them with several boxes of books.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney also reported that the System Plan and the budget were passed. Both of the documents will be forwarded to DPI for their approval. If approved WVLS will receive its first state aid of 2021. If not approved WVLS will receive it back to make corrections, however since WVLS used a format for the plan that was previously accepted by DPI they do not foresee the plans being returned for further action. Following a suggestion by MCPL staff regarding weighted voting for the ILS consortium. Early in 2020 a committee was formed to

investigate the ways in which voting occurs. After several months of work the V-Cat Voting Models Committee is prepared to make a report to the WVLS V-Cat Steering Committee on September 29. Doug Lay was a long standing Marathon County representative on the WVLS Board, he resigned due to relocating out of state. He had served on the WVLS Board and the WLTF Board for decades. He was awarded Wisconsin Library Associations Trustee of the year back in 2008 and until recently a gubernatorial appointee to the council for the libraries in network development for several terms.

Board of Trustees Committee Assignments

The Library Director put together a description of the committees. There is a Personnel, Education, Building and Nominating Committee. Right now we are short one trustee and potentially another. Should we fill the committees or wait until the end of the year? Are there any questions on the descriptions that were sent out? Board Member Beastron suggested fill the fill the Nominating Committee and then wait for the new appointments to choose the committees. Board President Hunter asked for volunteers to serve on the Nominating Committee. Board Member Van Krey volunteered to be on the Nominating Committee along Board President Hunter and Board Member Sweeney.

No motion was made.

L.E.N.A Update

We have had challenges this year, we did not have summer cohorts like we usually do. There will be four (4) different virtual cohorts meeting this fall, we will be the base for everything. Library staff will be taking care of the coordination of the equipment, transfers and downloads. We will have one (1) cohort based here at the library and three (3) others based in the community.

Building Update

A majority of the windows have been installed, the work is progressing on the structural issues related to the roofing. The server room is being modernized. Work needs to be completed on the grand stairwell and windowsills once the windows are installed. Once we are finished we will work on having an article written with some pictures.

2021 Budget

The budget meeting went well, it wasn't as dramatic as it could have been. The County was essentially asking us to come in with our budget flat. With enough money available to have the two (2) percent staff increase for 2021 we had to take that out of someplace else. There were open positions that were eliminated, because they were no longer needed. For the operations side, we lowered the public charges from \$67,000 to \$50,000 and a couple other areas. Because the state budget is a biannual fiscal year, we might be asked to make mid-year budget cuts again in 2021 unless things pick up.

A Motion was made by Michelle Van Krey to accept the 2021 Library Budget as presented. Seconded by Scott Winch. Motion carried.

Re-opening Status

I have had further contact with our liaison in the Health Services Department, maybe expanding some open areas where patrons could sit down and read or bringing patrons into the building without appointments, blocking off the stack so staff would need to retrieve materials for them. The Health Services Department asked that we not change anything this month. We did work with them on a plan that our library services team developed to put a learning lab with very socially distanced students that need homework help in our Wausau Community room. The Health Services Department put in place an awful lot of hygiene and cleaning protocol that the library services staff have agreed to. They have developed a plan that is mutually agreeable, we are going to attempt to start a small learning lab homework help center. We are ahead of some libraries in the state and behind some others. Portage County is open, but they have their stacks roped off and staff need to retrieve materials for patrons. There have been a couple of breakouts where they had to scale back and start over.

No motion was made.

Update on Foundation Grant for Interior Furnishings

We had to work with Marathon County to effectively get all of the changes done to the library. We needed to contribute some of the money from our own CIP funds. We've gotten a little over \$2,000,000 worth of work done over the last six (6) months. We still have interior furnishings that are needed and the Foundation committed \$400,000 for all of the new furnishings.

Task Force Update

Task Force Chair Arend reported we are headed into the home stretch. We have spent the last months gathering information and asking questions. The next two meetings we will be analyzing the information, clarifying their thinking and being ready to come up with a recommendation for the board. In October we will be doing a SWOT Analysis, in November we will be analyzing everything and discussing the advantages and disadvantages.

No motion was made.

Task Force Origins

The Library Director gave a history of why the task force was formed. Board Member Van Krey would like an easy to view comparison of WVLS and SCLS. Task Force Chair Arend stated that some of the questions Van Krey asked will be addressed in November.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Gary Beastron to adjourn the meeting at 12:46 p.m. Seconded by Scott Winch. Motion carried.

A handwritten signature in black ink, appearing to read 'ERL', is written above a horizontal line.

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for October 19, 2020.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, August 17, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Michelle Van Krey (remote), Ralph Illick

Excused: Scott Winch, Mang Xiong

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 9 remote visitors

The meeting was called to order at 12:00 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the July 20, 2020 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by Michelle Van Krey to approve the Bills & Services report for July 2020. Seconded by Kari Sweeney. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – The Library Director reported the Friends group has worked through a process to have a limited sale by appointment in November.

MCPL Foundation – The Library Director reported their next meeting will be in September.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported information was shared on the 2021 planned budget and strategic initiatives.

Review of the 2021 WVLS Annual Agreement

There were very limited changes to the agreement. However, due to the nature of the agreement we ran it past corporation counsel. There are two reasons not to vote on the agreement today. The language in the agreement, which has been there for years has never been a problem until now. Essentially the agreement by statute is a two year agreement. There is a section of the WI Statute 43. That says this agreement would be from January through December 2021 and if no agreement can be reached for 2022

through the negotiations, this contract can be extended through 2022 by the Department of Public Instruction Division of Libraries and Technology.

No Motion was made. This agenda item has been tabled until further notice.

Collection Management Updates (Diversity/Inclusion Review, Budget Shortfall Anticipation and Steps to Mitigate, Branches Inventory Project, Home Schooling Materials during COVID)

Our new collection development librarian found a resource tool to examine our collection. The diverse book finder collection analysis tool looks at the collection and compares it to the diversity in the community. We want to be better aligned with what our community needs.

It looks like we will be able to make the anticipated shortfall in the budget this year. I will keep the board apprised as we go.

We have emphasized the importance of not only having, but the importance of our homeschool materials. We are working to make sure we do not have gaps in the learning materials.

No motion was made.

Reopening Options Discussion

I have had further contact with our liaison in the Health Services Department. At this time he does not recommend that we open further.

No motion was made.

Mosinee Branch Library Board Meeting

The September board meeting was schedule to be at the Mosinee branch. Because of the virtual meetings being held and the libraries are not fully open, it makes more sense to continue what we are doing.

A Motion was made by Michelle Van Krey to postpone the meeting at the Mosinee branch until further notice. Seconded by Gary Beaström. Motion carried.

Fines and Materials Purchasing Adaptations

We are not collecting fines at this time, we are emphasizing that we would like our materials back. The trend is for libraries to focus on patron access, not fine collection. Yes we will charge you if you do not bring our materials back, but we are not as interested in the fines.

No motion was made.

L.E.N.A Update

In the fall we will be doing virtual meetings based here at the library. There will be four (4) cohorts throughout the county. The library will be the hub or home, we will be processing the technology and have a cohort here. We will ask the Friends of MCPL to help with food incentives.

Facilities Projects Update

Tom gave a list of projects that have been underway at the library.

Task Force Update

Task Force Chair Arend reported that we would like to ask the Library Board of Trustees to extend the term through then end of 2020. In September we will be reviewing the staff comments, October a SWOT Analysis will be done, in November the pros and cons of each system and the pros and cons of MCPL of either moving or stay will be looked at. Hoping that December we could have a final recommendation to the Library Board.

A Motion was made by Gary Beaström to extend the Task Force until the end of 2020. Seconded by Kari Sweeney. Motion carried.

There is one other issue with the task force. Becky Frisch will be retiring from the County on September 3. She has agreed to remain on the task force if the Library Board of Trustees are in favor of keeping her on the committee.

Michelle Van Krey has agreed for Becky Frisch to remain on the Task Force committee.

Announcements

Board Member Van Krey suggested that some background be shared on why the task force was formed and the purpose for leaving WVLS. Could information be shared on the general purpose of the Library Board committees and when they meet.

Request for Future Agenda Items – None

A Motion was made by Kari Sweeney to adjourn the meeting at 12:58 p.m. Seconded by Michelle Van Krey. Motion carried.



Library Director

Bills for Approval

Period: 9 2020

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066592141	INTERNET SERVICE	
	CHARTER COMMUNICATIONS	1,369.12
	INTERNET SERVICE	1,369.12
101 000000000066592990	SUNDRY CONTRACTUAL SERVICES	
	NASSCO	177.50
	ADVANCED DISPOSAL	1,092.41
	SYSTEMS TECHNOLOGIES	600.00
	SUNDRY CONTRACTUAL SERVICES	1,869.91
101 000000000066592998	SUNDRY CONTR SERV-JACKETS LIBR	
	BAKER & TAYLOR COMPANY	1,289.17
	SUNDRY CONTR SERV-JACKETS LIBR	1,289.17
101 000000000066592999	SUNDRY CONTR SERV-PROC AV LIBR	
	BAKER & TAYLOR COMPANY	146.75
	SUNDRY CONTR SERV-PROC AV LIBR	146.75
101 000000000066593127	RFID TAGS-LIBR	
	BIBLIOTHECA	2,298.23
	RFID TAGS-LIBR	2,298.23
101 000000000066593130	PRINTING/DUPLICATION	
	MARCO	424.23
	PRINTING/DUPLICATION	424.23
101 000000000066593161	BOOKS LIBRARY	
	BAKER & TAYLOR COMPANY	13,520.16
	NEWMAN HIGH SCHOOL	60.00
	INFOUSA	427.40
	AMAZON CAPITAL SERVICES	679.80
	BOOKS LIBRARY	14,687.36
101 000000000066593168	AUDIO-VISUAL MATERIALS	
	BAKER & TAYLOR COMPANY	1,520.96
	AMAZON CAPITAL SERVICES	458.04
	MIDWEST TAPE LLC	534.61
	AUDIO-VISUAL MATERIALS	2,513.61
101 000000000066593260	ADVERTISING	
	CHAMBER OF COMMERCE - WAUSAU	300.00
	ADVERTISING	300.00

Org: 665 LIBRARY

	<u>Vendor Name</u>	<u>Amount</u>
101 000000000066593497	LIBRARY OPERATING SUPPLIES	
	BRO DART	310.41
	DEMCO INC	1,392.70
	STAPLES ADVANTAGE	366.93
	CDW GOVERNMENT INC	311.95
	AMAZON CAPITAL SERVICES	119.91
	MIDWEST TAPE LLC	18.74
	LIBRARY OPERATING SUPPLIES	2,520.64
101 000000000066595320	BUILDING/OFFICES RENT	
	WI PUBLIC SERVICE CO	7.55
	VILLAGE OF MARATHON CITY	726.90
	BUILDING/OFFICES RENT	734.45
	LIBRARY 665 TOTAL:	28,153.47

Bills for Approval

Period: 9 2020

Org: 667 LIBRARY GIFTS

<u>Vendor Name</u>	<u>Amount</u>
252 000000000066793161 BOOKS LIBRARY	
BAKER & TAYLOR COMPANY	447.08
WI INSTITUTE FOR PUBL POLICY	100.00
TANK MATES LLC	667.00
COLOSSAL FOSSILS INC	1,600.00
AMAZON CAPITAL SERVICES	960.73
BARCLAY, STEVEN	1,750.00
ALLWRITERS WORKPLACE &	300.00
BLUE FLOWER ARTS	2,000.00
GALLIGAN, JOHN	200.00
STATE OF MIND MARKETING	500.00
SENARIGHI, GINA	200.00
MIDGE, TIFFANY	1,000.00
FINK, CHRISTOPHER	500.00
KINVILLE, JOHN	100.00
HAGNER, CHARLES	200.00

BOOKS LIBRARY 10,524.81

LIBRARY GIFTS 667 TOTAL: 10,524.81

Report Total: 38,678.28

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 9 ending September 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711A LIBRARY LVL 1-PERS SERVICE							
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGUL	546,309.00	41,772.80		387,496.04	387,496.04	158,812.96	70.9
Act 1111 SALARIES-PERMANENT-REGUL	33,516.00					33,516.00	
Act 1210 WAGES-PERMANENT-REGULAR	778,348.00	55,974.87		527,848.55	527,848.55	250,499.45	67.8
Act 1211 WAGES-PERMANENT-REGULAR	650,878.00	44,349.64		422,663.10	422,663.10	228,214.90	64.9
Act 1250 WAGES-TEMPORARY-REGULAR	24,794.00					24,794.00	
Act 1510 SOCIAL SECURITY EMPLOYER	155,646.00	10,049.68		95,321.64	95,321.64	60,324.36	61.2
Act 1520 RETIREMENT EMPLOYERS SHA	121,970.00	9,076.18		85,486.71	85,486.71	36,483.29	70.1
Act 1540 HOSPITAL/HEALTH INSURANC	488,867.00	36,727.94		365,090.14	365,090.14	123,776.86	74.7
Act 1541 DENTAL INSURANCE	11,929.00	828.03		8,242.24	8,242.24	3,686.76	69.1
Act 1543 INCOME CONTINUATION INSU	7,769.00					7,769.00	
Act 1544 HLTH INS-CONVERSION, RET				13,023.05	13,023.05	13,023.05-	
Act 1545 POST EMPLOYEE HEALTH PLA	31,668.00	1,806.00		17,037.62	17,037.62	14,630.38	53.8
Act 1550 LIFE INSURANCE	1,134.00	48.84		410.43	410.43	723.57	36.2
Act 1560 WORKERS COMPENSATION PAY	1,655.00	113.40		748.72	748.72	906.28	45.2
Act 1580 UNEMPLOYMENT COMPENSATIO	2,035.00	141.65		1,323.65	1,323.65	711.35	65.0
<hr/>							
APR 711A LIBRARY LVL 1-PERS SERVICE	2,856,518.00	200,889.03		1,924,691.89	1,924,691.89	931,826.11	67.4
APR 711B LIBRARY LVL 1-OPERATING							
Cat 920 CONTRACTUAL SERVICES							
Act 2130 ACCOUNTING/AUDITING FEES	1,200.00					1,200.00	
Act 2141 INTERNET SERVICE	25,500.00	1,369.12		13,128.84	13,128.84	12,371.16	51.5
Act 2164 CONTRACT SERV-DEBT COLLE	1,000.00			250.60	250.60	749.40	25.1
Act 2190 OTHER PROFESSIONAL SERVI	6,500.00			9,133.00	9,133.00	2,633.00-****	
Act 2250 TELEPHONE	8,500.00			9,529.11	9,529.11	1,029.11-****	
Act 2433 MAINTENANCE CONTRACTS	11,000.00					11,000.00	
Act 2490 SUNDRY REPAIR/MAINT SERV	2,500.00			340.00	340.00	2,160.00	13.6
Act 2561 LIBRARY FEES-REIMBURSE T	9,500.00			4,654.45	4,654.45	4,845.55	49.0
Act 2954 RFID EQUIP MAINT FEES	35,500.00			33,889.53	33,889.53	1,610.47	95.5
Act 2955 V-CAT FEES LIBR	76,500.00			81,637.84	81,637.84	5,137.84-****	
Act 2957 COUNTY E-MAIL SERVICE	8,500.00					8,500.00	
Act 2958 COUNTY NETWORK SUPPORT	4,000.00					4,000.00	
Act 2959 TIMING SOFTWARE MAINT-LI	1,800.00			1,590.45	1,590.45	209.55	88.4
Act 2990 SUNDRY CONTRACTUAL SERVI	9,000.00	1,869.91		15,686.64	15,686.64	6,686.64-****	
Act 2994 CONTRACTUAL VAN/COURIER	3,500.00			3,305.53	3,305.53	194.47	94.4
Act 2995 COMPUTER MAINT. CONTRACT	8,000.00					8,000.00	
Act 2998 SUNDRY CONTR SERV-JACKET	22,000.00	1,289.17		13,640.28	13,640.28	8,359.72	62.0
Act 2999 SUNDRY CONTR SERV-PROC A	8,000.00	146.75		3,564.75	3,564.75	4,435.25	44.6

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 9 ending September 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 665 LIBRARY							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	3,650.00			892.94	892.94	2,757.06	24.5
Act 3125 PAPER COPIER	2,250.00					2,250.00	
Act 3126 PAPER - RECEIPTS	800.00			1,299.80	1,299.80	499.80	****
Act 3127 RFID TAGS-LIBR	10,500.00	2,298.23		4,728.16	4,728.16	5,771.84	45.0
Act 3130 PRINTING/DUPLICATION	9,000.00	424.23		5,169.06	5,169.06	3,830.94	57.4
Act 3161 BOOKS LIBRARY	282,250.00	14,687.36		164,518.96	164,518.96	117,731.04	58.3
Act 3168 AUDIO-VISUAL MATERIALS	64,000.00	2,513.61		35,521.75	35,521.75	28,478.25	55.5
Act 3190 OFFICE SUPPLIES	8,000.00			95.56	95.56	7,904.44	1.2
Act 3220 SUBSCRIPTIONS NEWSPAPER/	20,000.00			4,086.49	4,086.49	15,913.51	20.4
Act 3221 SUBSCRIPTIONS-ELECTRONIC	25,000.00			3,558.36	3,558.36	21,441.64	14.2
Act 3240 MEMBERSHIP DUES				525.00	525.00	525.00	-
Act 3250 REGISTRATION FEES/TUITIO	5,000.00			603.00	603.00	4,397.00	12.1
Act 3260 ADVERTISING	6,000.00	300.00		624.57	624.57	5,375.43	10.4
Act 3321 PERSONAL AUTO MILEAGE	4,000.00	255.25		813.41	813.41	3,186.59	20.3
Act 3350 MEALS	500.00					500.00	
Act 3360 LODGING	600.00			293.50-	293.50-	893.50	48.9-
Act 3390 MEETING EXPENSES	2,000.00			854.28	854.28	1,145.72	42.7
Act 3497 LIBRARY OPERATING SUPPLI	20,000.00	2,520.64		33,054.34	33,054.34	13,054.34	****
Cat 950 FIXED CHARGES							
Act 5140 GENERAL LIABILITY PREMIU	9,250.00			4,587.00	4,587.00	4,663.00	49.6
Act 5151 BUILDING & CONTENTS INSU	14,000.00			6,990.00	6,990.00	7,010.00	49.9
Act 5190 OTHER INSURANCE	1,800.00			18,392.00	18,392.00	16,592.00	****
Act 5320 BUILDING/OFFICES RENT	55,000.00	734.45		34,802.64	34,802.64	20,197.36	63.3
APR 711B LIBRARY LVL 1-OPERATING	786,100.00	28,408.72		511,174.84	511,174.84	274,925.16	65.0
Or2 665 LIBRARY	3,642,618.00	229,297.75		2,435,866.73	2,435,866.73	1,206,751.27	66.9

GL787 LIB 20-OBL vs BUDGET Report Format 511

Period 9 ending September 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 666 WVLS CONTRACTUAL SERVICE-LI							
APR 711B LIBRARY LVL 1-OPERATING							
Cat 930 SUPPLIES & EXPENSE							
Act 3169 E-BOOKS		23,153.00				23,153.00	
Act 3240 MEMBERSHIP DUES		19,000.00		18,726.44	18,726.44	273.56	98.6

APR 711B LIBRARY LVL 1-OPERATING	42,153.00			18,726.44	18,726.44	23,426.56	44.4

Or2 666 WVLS CONTRACTUAL SERVICE-LI	42,153.00			18,726.44	18,726.44	23,426.56	44.4

Agy 0870 LIBRARY	3,684,771.00	229,297.75		2,454,593.17	2,454,593.17	1,230,177.83	66.6

Sub 101 GENERAL FUND	3,684,771.00	229,297.75		2,454,593.17	2,454,593.17	1,230,177.83	66.6

GL787

LIB 20-OBL vs BUDGET

Report Format 511

Period 9 ending September 30, 2020

Transaction status 1

Sub 252 LIBRARY GIFTS

Agy 0870 LIBRARY

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 667 LIBRARY GIFTS							
APR Z712 LIBRARY GIFTS (EXP)							
Cat 930 SUPPLIES & EXPENSE							
Act 3161 BOOKS LIBRARY	88,553.00	10,524.81		31,260.23	31,260.23	57,292.77	35.3

Or2 667 LIBRARY GIFTS	88,553.00	10,524.81		31,260.23	31,260.23	57,292.77	35.3

Agy 0870 LIBRARY	88,553.00	10,524.81		31,260.23	31,260.23	57,292.77	35.3

Sub 252 LIBRARY GIFTS	88,553.00	10,524.81		31,260.23	31,260.23	57,292.77	35.3

Report Final Totals	3,773,324.00	239,822.56		2,485,853.40	2,485,853.40	1,287,470.60	65.9
=====							

GL787 LIB 20 MAINT OBL VS BUDGET Report Format 511

Period 9 ending September 30, 2020 Transaction status 1

Sub 101 GENERAL FUND Agy 0590 OTHER GENERAL GOVERNMENT

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 206 LIBRARY - BLDG MAINTENANCE							
APR 561F MAINT LIBR LVL 1-OPERATIN							
Cat 920 CONTRACTUAL SERVICES							
Act 2170 PEST EXTERMINATION	420.00	30.00		270.00	270.00	150.00	64.3
Act 2210 WATER/SEWER	35,000.00			5,446.29	5,446.29	29,553.71	15.6
Act 2220 ELECTRIC	42,000.00	3,263.91		22,499.49	22,499.49	19,500.51	53.6
Act 2240 NATURAL/PROPANE GAS	10,000.00	293.53		5,623.40	5,623.40	4,376.60	56.2
Act 2450 GROUNDS/GROUND IMPROVEME	100.00					100.00	
Act 2460 BUILDING SERVICE EQUIP R	1,500.00	1,661.39		3,432.90	3,432.90	1,932.90	****
Act 2470 BUILDING REPAIRS	500.00	890.00		1,295.67	1,295.67	795.67	****
Act 2930 FIRE PROTECTION	300.00			184.57	184.57	115.43	61.5
Act 2970 REFUSE COLLECTION	4,800.00			4,621.12	4,621.12	178.88	96.3
Act 2990 SUNDRY CONTRACTUAL SERVI	2,600.00	1.86		2,054.75	2,054.75	545.25	79.0
Cat 930 SUPPLIES & EXPENSE							
Act 3440 HOUSEHOLD/JANITORIAL SUP	7,000.00	805.00		4,165.44	4,165.44	2,834.56	59.5
Act 3460 CLOTHING/UNIFORM	500.00	26.40		287.21	287.21	212.79	57.4
Act 3550 PLUMBING/ELECTRICAL SUPP	500.00	120.43		156.38	156.38	343.62	31.3
Cat 940 BUILDING MATERIALS							
Act 4250 SMALL HARDWARE/WIRE/NAIL	100.00					100.00	
APR 561F MAINT LIBR LVL 1-OPERATIN	105,320.00	7,092.52		50,037.22	50,037.22	55,282.78	47.5
Or2 206 LIBRARY - BLDG MAINTENANCE	105,320.00	7,092.52		50,037.22	50,037.22	55,282.78	47.5
Agy 0590 OTHER GENERAL GOVERNMENT	105,320.00	7,092.52		50,037.22	50,037.22	55,282.78	47.5
Sub 101 GENERAL FUND	105,320.00	7,092.52		50,037.22	50,037.22	55,282.78	47.5
Report Final Totals	105,320.00	7,092.52		50,037.22	50,037.22	55,282.78	47.5

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of September 2020

Branch	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE	2019 YEAR-to-DATE	2020 YEAR-to-DATE	% CHANGE
ATHENS	1,563	744	-52.40%	14,584	7,733	-46.98%
EDGAR	1,977	1,385	-29.94%	17,066	9,962	-41.63%
HATLEY	2,780	1,734	-37.63%	23,707	11,762	-50.39%
MARATHON	2,952	1,610	-45.46%	30,646	14,306	-53.32%
MOSINEE	3,453	1,626	-52.91%	33,158	13,822	-58.31%
ROTHSCHILD	9,864	4,994	-49.37%	93,784	45,044	-51.97%
SPENCER	1,784	781	-56.22%	16,970	7,886	-53.53%
STRATFORD	1,879	1,185	-36.93%	18,508	10,152	-45.15%
WAUSAU	34,780	10,049	-71.11%	331,510	134,979	-59.28%
WAUSAU DRIVE UP	1,252	166	-86.74%	10,089	3,422	-66.08%
HOMEBOUND	924	1,300	40.69%	9,839	9,465	-3.80%
ILL	150	87	-42.00%	1,097	499	-54.51%
OVERDRIVE	10,968	12,314	12.27%	100,489	116,551	15.98%
GRAND TOTAL	74,326	37,975	-48.91%	701,447	385,583	-45.03%

**Because of the COVID-19 Pandemic, all MCPL Locations closed to the public on Tuesday, March 17.

**MCPL Started curbside pickup at all locations on Thursday, April 30.

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

September 2020

	CUSTOMER STATISTICAL CLASSES							TOTAL NON-RESIDENT CIRC	TOTAL CIRC	% of CIRC by BRANCH
	WVLS-CLARK	WVLS-LANGLADE	WVLS-LINCOLN	SCLS-PORTAGE	NFLS-SHAWANO	WVLS-TAYLOR	SCLS-WOOD			
ATHENS	8	0	12	0	0	211	0	231	7,733	2.99%
EDGAR	1	0	7	0	0	0	0	8	9,962	0.08%
HATLEY	0	0	0	1,150	583	0	0	1,733	11,762	14.73%
MARATHON	0	0	7	0	0	0	0	7	14,306	0.05%
MOSINEE	0	0	6	29	0	0	3	38	13,822	0.27%
ROTHSCHILD	18	1	41	1,040	42	9	8	1,159	45,044	2.57%
SPENCER	699	0	0	0	0	19	40	758	7,886	9.61%
STRATFORD	6	0	0	0	0	16	0	22	10,152	0.22%
WAUSAU	524	253	2,404	959	920	231	119	5,410	134,979	4.01%
WAUSAU DRIVE UP	2	0	174	0	1	2	0	179	3,422	5.23%
MISC*									126,515	
TOTAL MCPL	1,258	254	2,651	3,178	1,546	488	170	9,545	385,583	2.48%
% of CIRC by COUNTY	0.33%	0.07%	0.69%	0.82%	0.40%	0.13%	0.04%			

*MISC=HOMEBOUND,WVLS-D,WVLS-L,III, OVERDRIVE

TOTAL MONTHLY CUSTOMER COUNT

For the month of September 2020

	2019 CURRENT MONTH	2020 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	64,314	64,503	0.29%
RESIDENT CHILD	9,352	9,248	-1.11%
HOMEBOUND	195	179	-8.21%
STAFF	68	64	-5.88%
TEMPORARY	236	417	76.69%
TOTAL FOR MARATHON COUNTY	74,165	74,411	0.33%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,845	2,879	1.20%
CHILD	239	241	0.84%
TEMPORARY	16	25	56.25%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,100	3,145	1.45%
INTERLIBRARY LOAN			
ILL	533	434	-18.57%
GRAND TOTAL	77,798	77,990	0.25%

Curbside Pick Up & Appointment Stats

	Wausau		Athens		Edgar		Hatley		Marathon		Mosinee		Rothschild		Spencer		Stratford	
	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt	Curbside	Appt
9/1/2020	122	16	4	7	5	11	10	5	4	3	8	12	40	17	2	10	8	2
9/2/2020	131	16	8	5	2	6	6	4	7	9	7	1	42	17	3	2	7	3
9/3/2020	139	23	2	4	1	4	4	8	10	8	9	7	31	22	3	3	7	4
9/4/2020	123	21	2	5	2	8	5	5	5	8	8	3	22	10	0	4	4	1
9/5/2020																		
9/6/2020																		
9/7/2020	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9/8/2020	90	22	2	2	3	11	6	8	6	2	4	5	17	24	0	5	6	10
9/9/2020	139	21	7	3	2	5	7	3	8	18	10	1	39	11	2	7	8	13
9/10/2020	141	22	3	3	3	9	3	9	14	3	10	8	38	26	0	2	5	6
9/11/2020	107	20	5	6	12	4	7	3	10	3	11	3	38	15	3	4	3	4
9/12/2020																		
9/13/2020																		
9/14/2020	112	29	4	4	2	6	3	2	4	7	8	10	16	22	2	6	3	2
9/15/2020	91	30	6	3	4	5	4	4	8	14	6	5	39	12	1	8	6	3
9/16/2020	129	24	3	3	4	5	7	4	7	9	9	0	34	17	3	5	10	6
9/17/2020	129	21	4	3	1	16	5	3	12	1	9	8	32	15	1	7	6	5
9/18/2020	126	19	4	5	0	8	3	5	9	1	0	0	33	17	3	4	6	3
9/19/2020																		
9/20/2020																		
9/21/2020	86	23	4	8	1	8	6	8	8	9	10	14	20	15	0	3	5	6
9/22/2020	121	23	5	9	1	5	5	5	10	8	10	8	33	18	1	7	10	2
9/23/2020	115	21	6	2	1	5	7	6	9	4	4	1	33	18	4	4	6	8
9/24/2020	112	30	3	4	3	9	6	0	6	5	8	3	27	9	2	5	1	10
9/25/2020	99	21	2	5	1	7	5	5	7	2	9	6	24	12	1	0	0	9
9/26/2020																		
9/27/2020																		
9/28/2020	74	22	3	6	2	9	2	8	9	8	15	4	22	15	2	9	5	4
9/29/2020	106	16	6	6	0	4	6	8	6	7	8	8	22	16	1	6	3	5
9/30/2020	118	19	5	5	3	12	3	8	7	7	12	5	36	11	3	5	3	3
Total for Sept	2410	459	88	98	53	157	110	111	166	136	175	112	638	339	37	106	112	109

* Appointments = the total number of patrons that come in for an appointment.

**Marathon County Public Library
Director's Report
October 2020**

THE PAST MONTH

Meetings with the Management Team are scheduled weekly on Thursday mornings.

Library Services Report

September 2020

News

- Leah held individual rounding with staff
- Leah attended weekly operations meetings
- Policy and Procedure staff committee had their inaugural meeting
- Leah hosted a virtual Branch Coordinator meeting
- Orientations were given to two new branch assistants
- Leah virtually attended the System Task Force meeting
- Leah virtually attended the Library Board Meeting
- Leah attended the American Library Association's virtual conference on dealing with COVID in the library
- Leah virtually attended the V-Cat Steering Committee meeting
- Tara recorded a brief video for Wausau School District's 5th grade leadership program
- Inventory: Athens: Adult DVD, Adult Biographies, Large Print Biographies, and Juvenile Biographies Hatley: Adult Non-Fiction Marathon: Large Print Fiction and Paperbacks

Events and Programs

**No on-site events were held in September due to the COVID-19 aside from LENA registration, which was outdoors and socially distanced.*

Youth Services Events

Story Times:

- September 8: Virtual Story Time— average 9 views per hour (210 total views in 24 hours)
- September 10: Virtual Story Time— average 8 views per hour (200 total views in 24 hours)
- September 15: Virtual Story Time—average 7 views per hour (156 total views in 24 hours)

- September 17: Virtual Story Time—average 6 views per hour (132 total views in 24 hours)
- September 22: Virtual Story Time—16 total views on YouTube
- September 24: Virtual Story Time—8 total views on YouTube
- September 29: Virtual Story Time—average 7 views per hour (169 total views in 24 hours)

Other Programs:

- August 31-September 11: Grab and Go Watercolor Surprise—200 kits given out via drive thru
- September 14-September 25: Grab and Go Dog’s Colorful Day—194 kits given out via drive thru
- September 8: Colossal Fossils presents Predators and Prey via Zoom—14
- September 15: Colossal Fossils presents Tyrannosaurus Rex via Zoom—7
- September 22: Colossal Fossils presents Ice Age Giants via Zoom—7
- September 29: Colossal Fossils presents the Age of Humans via Zoom—7
- September 8-17: LENA Start Registrations—21
- September 15: LENA Start via Zoom—3

Number of September Youth Services programs – 15 (12 virtual, 3 socially distanced “in person”)

Total attendance for September Youth Services programs – 1182 total

Adult/All Ages Events

- Sept. 10: Marathon County Historical Society/MCPL “History Chats” – Early Schools of Wausau; 37 “live” viewers
- Sept. 17: Marathon County Historical Society/MCPL “History Chats” – Rural Schools of Marathon County; 34 “live” viewers
- Sept. 19: Marathon County Historical Society/MCPL “History Speaks on the Air” – Women’s Suffrage and the 19th Amendment in Marathon County; 37 “live” viewers
- Sept. 14-25: “Little Treasures” Grab and Go Craft – Needlepoint Mandalas – 139 kits picked up
- Sept. 21-27: Central Wisconsin Book Festival (virtual via zoom) – 540 “live” viewers total
 - “Nature’s Best Hope” with Douglas Tallamy – 145 “live” viewers
 - Women’s Suffrage with Rebecca Roberts and the Wisconsin Institute for Public Policy and Service – 23
 - “Book Fest After Dark” with Dr. Gina Senarighi – 21
 - “Life is Funny” Panel Discussion with Steve Hannah and Tiffany Midge – 12
 - “Understanding Homelessness in the Greater Wausau Area” panel discussion with North Central Area Congregations Organized to Make an Impact (NAOMI) – total of 52 for 2 sessions
 - “A Pilgrimage to Eternity” with Timothy Egan – 40
 - A “Dairylandia” State of Mind with Steve Hannah – 11
 - Short Stories with Chris Fink – 13
 - “Bad Axe” Mysteries with John Galligan – 8

- Wisconsin Women in the KKK with John Kinville – 13
- “When the Going Gets Tough” writing workshop with Kathie Giorgio – 15
- An Evening with U.S. Poet Laureate Joy Harjo – 63
- Birdwatching in Wisconsin with Charles Hagner – 23
- “No Matter Which Way You Look” poetry reading with Kathie Giorgio – 12
- Wisconsin’s Logging Heyday with Jerry Apps – 70
- Stories and Poems with Tiffany Midge – 19

Number of September adult programs – 22

September adult program participants/virtual viewers – 829

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,180 likes/follows (+27)
- Twitter: 1,221 followers (+1)
- Pinterest: 966 followers (+1)
- Goodreads: 289 friends (-1); 1,294 reviews (+7)
- Instagram: 779 followers (+16)
- YouTube: 36 subscribers (+2)

Hot Happenings in the River District (email newsletter)

- September 2- MCPL & Colossal Fossils Present...
- September 9- MCPL & Colossal Fossils Present...
- September 16- Central Wisconsin Book Festival
- September 30- Virtual Gardening: Forcing Bulbs

WSAW Channel 7

- September 21- Marathon Co. Public Library branch in Marathon collecting cards for healthcare workers
<https://www.wsaw.com/2020/09/21/marathon-co-public-library-branch-in-marathon-collecting-cards-for-healthcare-workers>

City Pages

- September 3- Big Guide- Wausau: Virtual Gardening-Bring Them Inside!, Grab & Go Crafts-Watercolor Surprise
- September 10- Big Guide- Wausau: Virtual Gardening-Bring Them Inside!, Grab & Go Crafts-Watercolor Surprise, MCPL and Colossal Fossils Present-Ice Age Giants; Marathon City: Community Plant Swap
- September 17- Wausau: Central Wisconsin Book Festival; Virtual Gardening-Bring Them Inside!; Marathon City: Community Plant Swap

Mosinee Times

- September 10- Wausau: Grab & Go-Needlepoint Mandalas
- September 17- MCPL to host Book Festival- Nature’s Best Home with Dough Tallamy, Women’s Suffragist Movement with Rebecca Roberts, Book Fest After Dark with Dr. Gina Senarighi, Life is Funny Panel with Tiffany Midge and Steve Hannah, Understanding

Homelessness in the Wausau Area, A Pilgrimage to Eternity with Timothy Egan, Dairylandia State of Mind with Steve Hannah, Short Stories with Chris Fink, Bad Axe Mysteries with John Galligan, WI Women of the KKK with John Kinville, Understanding Homelessness in the Wausau Area, Fiction Workshop with Kathie Giorgio, Evening with Poet Laureate Joy Harjo, Birdwatching in Wisconsin with Charles Hagner, Poetry Reading with Kathie Giorgio, Wisconsin's Logging Heyday with Jerry Apps, Stories Poems and Questions with Tiffany Midge

Record Review

- September 29- Lincoln-Douglas debates to be discussed on Oct. 17
<https://www.centralwinews.com/recordreview/2020/09/29/lincoln-douglas-debates-to-be-discussed-on-oct-17/?destination=record-review>

Wausau Pilot & Review

- September 6- Marathon County Public Library activities, beginning Sept. 8- Wausau: Virtual Story Time, MCPL & Colossal Fossils Present-Predators and Prey; MCPL & Colossal Fossils Present-Tyrannosaurus Rex, Virtual Gardening-Bring Them Inside!, LENA Start, Grab & Go-Dog's Colorful Day, Grab & Go-Needlepoint Mandalas; Edgar: Grab & Go-Do Your Own Story Time; Marathon City: Community Plant Swap; Mosinee: Grab & Go Crafts-Roald Dahl Pipe Cleaner Lollipops; Rothschild: Grab & Go-Letter of the Week
<https://wausapilotandreview.com/2020/09/06/marathon-county-public-library-activities-beginning-sept-8>
- September 12- Marathon County Public Library activities- Wausau: MCPL & Colossal Fossils Present-Ice Age Giants; Athens: Fiber Arts Fashion Show; Edgar: Grab & Go-Do Your Own Story Time; Rothschild: Grab & Go-Letter of the Week; Stratford: Grab & Go-Raise Your Trunk for Elephants!
<https://wausapilotandreview.com/2020/09/12/marathon-county-public-library-activities-9>
- September 19- Marathon County Public Library activities- Wausau: Grab & Go-Preschool Pumpkin Program, MCPL & Colossal Fossils Present-Early Humans; Edgar: Grab & Go-Do Your Own Story Time; Rothschild: Grab & Go-Letter of the Week
<https://wausapilotandreview.com/2020/09/19/marathon-county-public-library-activities-10>
- September 26- Marathon County Public Library activities- Wausau: Grab & Go-Preschool Pumpkin Program, MCPL & Colossal Fossils Present-Women in Science, Virtual Gardening-Forcing Bulbs; Athens: Grab & Go: Tear Art Fall Wreath, Grab & Go: Mini Fall Wreaths; Edgar: Grab & Go-Do Your Own Story Time; Hatley: Grab & Go: Pony Bead Pumpkins; Marathon City: Grab & Go: Notes of Encouragement; Mosinee: Grab & Go: Preschool Pipe Cleaner-Palooza!; Rothschild: Grab & Go-Letter of the Week
<https://wausapilotandreview.com/2020/09/26/marathon-county-public-library-activities-11>
- September 30- Marathon County Public Library to open study lab for students
<https://wausapilotandreview.com/2020/09/30/marathon-county-public-library-to-open-study-lab-for-students>

Materials

• Youth

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Budget	*Free Balance	Spent as of 10/02/2020	*% Spent	Budget Holdback	Free Balance w/ Budget Holdback
Juvenile Audiobooks	\$4,500.00		\$4,500.00	\$409.09	\$1,612.39	\$2,887.61	64%	\$400.00	\$1,212.39
Juvenile CDs	\$500.00	\$205.37	\$705.37	\$45.45	\$281.13	\$424.24	60%	\$-	\$281.13
Juvenile DVDs	\$13,000.00	\$166.88	\$13,166.88	\$1,181.82	\$5,443.19	\$7,723.69	59%	\$1,820.00	\$3,623.19
Juvenile DVDs Standing Order	\$1,000.00	\$12.00	\$1,012.00	\$90.91	\$657.42	\$354.58	35.04%	\$-	\$657.42
Juvenile Video Games	\$2,000.00		\$2,000.00	\$181.82	\$1,006.40	\$993.60	50%	\$300.00	\$706.40
Young Adult Audio Books	\$500.00		\$500.00	\$45.45	\$168.57	\$331.43	66%	\$-	\$168.57
Youth AV Subtotal	\$21,500.00	\$384.25	\$21,884.25	\$1,954.55	\$9,169.10	\$12,715.15	58%	\$2,520.00	\$6,649.10
Juvenile Fiction	\$20,000.00	\$58.99	\$20,058.99	\$1,818.18	\$4,993.04	\$15,065.95	75%	\$1,080.00	\$3,913.04
Juvenile NonFiction	\$40,000.00	\$1,608.58	\$41,608.58	\$3,636.36	\$11,497.91	\$30,110.67	72%	\$5,500.00	\$5,997.91
Juvenile Picture Books	\$35,000.00	\$43.31	\$35,043.31	\$3,181.82	\$13,004.53	\$22,038.78	63%	\$5,700.00	\$7,304.53
Juvenile Spanish	\$570.00		\$570.00	\$51.82	\$249.41	\$320.59	56%	\$-	\$249.41
Juvenile Print Standing Order	\$9,000.00	\$684.00	\$9,684.00	\$818.18	\$4,477.44	\$5,206.56	53.76%	\$-	\$4,477.44
Young Adult Fiction	\$8,000.00	\$153.42	\$8,153.42	\$727.27	\$1,877.00	\$6,276.42	77%	\$200.00	\$1,677.00
Young Adult Graphic Novels	\$4,000.00	\$357.67	\$4,357.67	\$363.64	\$1,373.54	\$2,984.13	68%	\$-	\$1,373.54
Young Adult NonFiction	\$1,000.00	\$136.72	\$1,136.72	\$90.91	\$247.62	\$889.10	78%	\$-	\$247.62
Youth Print Subtotal	\$117,570.00	\$3,042.69	\$120,612.69	\$10,688.18	\$37,720.49	\$82,892.20	69%	\$12,480.00	\$25,240.49
Youth Services TOTAL	\$139,070.00	\$3,426.94	\$142,496.94	\$12,642.73	\$46,889.59	\$95,607.35	67%	\$15,000.00	\$31,889.59

WVLS Juvenile Print	\$1,900.00		\$1,900.00	\$380.00	\$1,900.00	\$0.00	0.00%
WVLS Juvenile Audio	\$600.00		\$600.00	\$120.00	\$600.00	\$0.00	0.00%

• Adult

	2020 Annual Budget	Rollover from 2019	Total Appropriation	Monthly Allotment	Free Balance	Amount Deducted	Current Free Balance	Spent as of 10/2/2020	% Spent
Adult Audiobooks	\$12,500.00	\$577.82	\$13,077.82	\$1,136.36	\$5,302.23	\$1,500.00	\$2,718.24	\$10,359.58	79.21%
Adult Music CD	\$7,500.00	\$525.11	\$8,025.11	\$681.82	\$4,318.70	\$2,500.00	\$1,008.36	\$7,016.75	87.43%
Adult DVD	\$30,000.00	\$1,586.24	\$31,586.24	\$2,727.27	\$17,149.89	\$10,400.00	\$5,614.03	\$25,972.21	82.23%
Adult Video Games	\$1,500.00	\$39.99	\$1,539.99	\$136.36	\$700.12	\$350.00	-\$204.48	\$1,744.47	113.28%
Adult AV Subtotal	\$51,500.00	\$2,729.16	\$54,229.16	\$4,681.82	\$27,470.94	\$14,750.00	\$9,136.15	\$45,093.01	83.15%
Adult Paperbacks	\$1,875.00	\$469.72	\$2,344.72	\$170.45	\$1,112.26	\$750.00	\$165.96	\$2,178.76	92.92%
Adult Paperbacks S.O.	\$3,714.00		\$3,714.00	N/A	\$2,749.00	\$0.00	\$2,749.00	\$965.00	25.98%
Adult Fiction	\$46,000.00	\$557.65	\$46,557.65	\$4,181.82	\$12,520.64	\$0.00	\$8,083.06	\$38,474.59	82.64%
Adult LT Fiction	\$7,200.00	\$454.48	\$7,654.48	\$654.55	\$3,314.40	\$800.00	\$1,262.88	\$6,391.60	83.50%
Adult LT S.O.	\$15,300.00		\$15,300.00	\$1,390.91	\$4,748.53	\$0.00	\$4,323.21	\$10,976.79	71.74%
Adult Non-fiction	\$66,000.00	\$2,733.86	\$68,733.86	\$6,000.00	\$25,469.76	\$6,500.00	\$12,035.06	\$56,698.80	82.49%
Adult Non-fiction S.O.	\$3,000.00		\$3,000.00	N/A	\$2,709.05	\$0.00	\$1,850.50	\$1,149.50	38.32%
Adult Biographies	\$10,000.00	\$170.28	\$10,170.28	\$909.09	\$3,179.77	\$1,500.00	\$184.96	\$9,985.32	98.18%
Adult Spanish	\$750.00	\$31.76	\$781.76	\$68.18	\$564.66	\$350.00	-\$0.37	\$782.13	100.05%
Adult Hmong	\$750.00		\$750.00	\$68.18	\$624.63	\$350.00	\$249.68	\$500.32	66.71%
Adult Print Subtotal	\$154,589.00	\$4,417.75	\$159,006.75	\$14,053.55	\$56,992.70	\$10,250.00	\$30,903.94	\$128,102.81	80.56%
Adult Services TOTAL	\$206,089.00	\$7,146.91	\$213,235.91	\$18,735.36	\$84,463.64	\$25,000.00	\$40,040.09	\$173,195.82	81.22%

WVLS Adult

Book \$6,500.00 6.43 \$6,112.90 \$2,716.47 \$3,396.43 55.56%

WVLS Adult AV \$1,000.00 n/a \$1,000.00 \$1,006.43 -\$6.43 -0.64%

Monthly Business Report – October, 2020

The monthly September Bills and Services report, the Obligation vs. Budget report, and the 2020 CIP report are included in the packet along with our Facilities and Capital Management Obligation vs. budget report.

A substantial decrease in revenue associated with limited use of our services will result in a funding shortfall in 2020. At this time I would estimate that we will see a shortfall of forty thousand dollars during fiscal year 2020. The number is significant not only in amount, but also in that there are limited areas where we can reduce our expenditures for the balance of the year. Holdbacks are in place for both book and audio visual collection materials with the idea that fewer circulations will require less in the way of replacement expenses. Funds will be released, or further tightened as a better picture is developed as the year progresses.

The second floor cooling unit control valves were changed out early in September. Water savings for should be immediate and substantial although tracking savings this year will be somewhat problematic given we have gone from a seven day schedule to a five day schedule. The first floor was modified last year to fix a situation where a valve failed necessitating change. Cost recovery is expected in less than a single year. Savings garnered will be placed back in the Capital Improvements Fund account making the net effect zero for the first year with substantial opportunity to spend future savings on other capital needs.

Tom is now overseeing the change out of network switch gear to bring the capacity of service offered to patrons into line with the service we have available in addition to the security camera project which is going well. There has so far been a ten times increase in Wi-Fi network upload and download speeds at the Wausau location. With more improvements expected as the scope of challenges and opportunities are better understood.

Analog security cameras throughout the building are being replaced by staff as time

permits with the help of City County IT professional Wally Gelhar. The old cameras are each at least twelve years old and they are characterized by poor picture quality and substantial digital storage needs. The new cameras offer amazing clarity with a storage signature that is a fraction of the old ones thanks to modern compression technology. The window replacement project is going extremely well. By mid-September all upper level window units will be in place leaving drywall finishing work inside along with the placement of the new window sills. Drywall work and painting in the grand staircase is scheduled to be completed on time as is the masonry work on the outside of the building.

A new project is now underway. Door frames throughout the building are being painted with a county standard color that matches well with the new carpet and cove base installed earlier in the year.

Significant time continues to be spent in Administration considering possible impacts of 2021 budget needs and in anticipation of possible mid-year 2021 budget cuts.

September Support Services 2020 Report

Circulation Team

- September curbside statistics are 2410 pickups for an average of 114.8 pickups per day. This is an increase of 41 pickups from the prior month. Curbside circulation was 10,215 up from August total of 9822, an increase of .96%.
- Circulation Team continues to call customers with reminders to pick up items that have been on the hold shelf with dates ready to expire. The holds that are not picked up by the customer are contained to less than a half of a book cart shelf per week.
- The circulation team has been sanitizing any touchpoints that the scheduled 449 customers may have encountered when entering for computer usage and exiting the building during the month of September.
- The circulation team answered 4,722 telephone calls with an average of 225 calls per day or 28 calls per hour.

- New Library card applications continue to come in daily and are being processed by the Circulation team members, verified by staff, and picked up by our customers at the drive thru window. We are now placing new cards on temporary status until they are picked up by our customers who then will enjoy active library status.
- 9/1/2020: Team Leads met with Matt D.
- 9/3/2020: Kitty R, Mary S, Ollie C, Matt D, and Chris L attended the V-CAT meeting virtually.
- 9/21/2020: Kitty R led Sierra training for our new branch assistants, Dana-Edgar and Lue-Spencer. The circulation team then worked with the assistants to build their circulation, and policy knowledge on the Main Desk later in the day.

Support Services Team

- 9/3/20: Chris and Mary attended the V-Cat Council meeting. Topics discussed:
 - Uniform check out periods for new/HD books and audiobooks, DVDs, music cds, and magazines.
 - Discovery Layer assessment & possible replacement update.
 - Teleforms replacement product (Shoutbomb).
- 9/4/20: Mary “met” via the phone with Katie from WVLS for clarification with the Sierra Fines Paid function.
- 9/10/20 & 9/16/20: Stephanie attended WVLS training sessions on the Sierra Create List function and creating MARC alert catalog records, respectively.
- 9/21/20: Mary continued the vacation holds on several newspaper subscriptions.
- 9/28/20: Mary attended a webinar entitled “When Covid Comes to Your Library”.
- Curbside pickup continues to be a success. Patrons have been eagerly picking up the Grab ‘n’ Go crafts as well as the free copies of “Wild Counselor” (Central Wisconsin Book Festival tie-in). In between patrons, staff are working on the faded label replacement project and processing new library materials.
- Chris, Mary, Pat, and Stephanie continue work on a catalog project. Julie has now climbed on board this project.
- The last 2020 high school yearbook was received and cataloged.
- Stephanie continues to contact local organizations offering withdrawn library materials. This month: Interim Health & Hospice, Rennes Health & Rehab, and Salvation Army. Total books donated to date: 9,500.
- Team members continue to work on various projects:
 - Faded label replacement (we thank the Page Team for pulling and re-shelving the books):

- Adult audio books (fiction and nonfiction): done
- Adult nonfiction: 500's done
- Juvenile nonfiction: done to 649 (2nd time around: 220)
- Juvenile beginning chapter books: in progress
- Cleaning juvenile DVDs
- Answering phones
- Withdrawals

Page Team

- Assisted Support Services with re-labeling Beginning Chapter books, Juvenile Non-Fiction, and the 500's in Adult Non-Fiction
- Ollie attended a webinar entitled "When Covid Comes to Your Library".
- Continued on with daily duties of sorting, shelving, and pull lists.
- Searched for missing/missing in inventory books
- Shelf Read in Audiobooks, CD's, and Adult Non-Fiction.
- Began a new system for the week to help streamline the daily load.
- Did switch outs for Kate.

Branch Libraries Report

September 2020

Athens Monthly Report

Events and Programs

- Fiber Arts Fashion Show: During the week of September 22nd-25th patrons were welcome to make an appointment and view our collection of fiber art done by Athens Needle Arts group. A total of 9 adults participated in this event.

Circulation Statistics

- Athens circulated 744 items in September 2020. This is a 52.40 decrease from September 2019. In 2020 year-to-date, Athens has circulated 7,733 items. This is a 46.98 % decrease from 2019.
- Athens had a total of 96 appointments and 84 curbsides during the month of September.

Library News

- Athens staff finished inventory for Adult DVDs, Juvenile DVDs, Juvenile Biographies, Adult Biographies, Large Print Biographies, and Graphic Novels. Athens staff is currently working on children's nonfiction and juvenile chapter books for inventory.
- Jennifer Triolo attended the Branch Coordinator Go To meeting on September 18th.

Facilities Updates

- Nothing to report

Edgar Monthly Report

Events and Program

- Storytime Packets Along with the Grab n Go crafts are off to a slow start, 10 kits and 1 story time packet.
- Home School Huddle Packets are a big hit. We have served 21 families with 54 students in September.

Circulation Statistics

- The circulation statistics for the month of September were 1385 items checked out. This is a 29.94% decrease for the same month last year. A total of 9962 items have been checked out so far this year. This is a 41.63% decrease from 2019.

Library News

- Curbside and appointments are going very well. Patrons are very happy that they can not only receive items, but are glad that they can browse the collection also.
- Deb has had teachers from St. Johns school reach out to her to receive class room packets to help enhance their class room teachings.
- Deb attended ARSL virtually.
- Dana the new assistant for the Edgar Branch started on September 21, 2020.
- Deb along with all staff throughout the county are working on Grab n Go projects for 2021.

Facilities Updates

- The village of Edgar is looking into putting a security entrance system in the village hall. It would allow the hall to be locked down and only allow people that buzz into enter.
- The Village will be installing large televisions in both the board room and the large meeting room. These will give the village the ability to offer online meetings, such as zoom, for public use.

Hatley Monthly Report

Events and Programs

- Virtual Book Club – We had 4 adults participate in our Virtual Book Club to discuss the book “Rebecca” by Daphne Du Maurier. It was mutually agreed upon that this book was very long and slow moving and not a favorite.
- Grab N Go programs
None for this month

Upcoming Programs

- Virtual Book Club on October 13th
- Grab N Go Crafts – Pony Bead Pumpkins (Oct 5-9), Origami Bookmarks (Oct 26-30)

Circulation Statistics

- Hatley circulated 1,734 items for the month. This is a 37.63% decrease for the month. Year to date is 11,762 items. This is 50.39% decrease from last year.

Library News

- All sections of items have been cleaned and shelf read
- Heather has working on inventory. In September the following sections were completed: adult non-fiction, adult graphic novels, and adult non-fiction large print.
- Our in house appointments have been doing pretty well, but curbside still seems to a touch more popular, and it all depends on the day. During the month of September we had a total of 110 curbside appointments, 66 browsing/in-library pickup appointments and 18 computer use appointments. This totaled out to be 111 patrons coming our doors!
- Fall Grab N Go Programs have been planned and submitted.
- Heather attended the watched parts of the Virtual ARSL conference that runs until 10/2
- We are starting to really dig in and go through all of the craft supplies we have in our staff room.

Facilities Updates

- None

Marathon City Monthly Report

Events and Programs

- **Book Club:** During the month of September, we held our book club event outdoors. Practicing social distancing/mask guidelines, 8 participants had a lively discussion of the book *The Great Enigma: New Collected Poems* by Tomas Tranströmer. Everyone really enjoyed being able to see each other and discuss the book in person. In October we will go back to our virtual format until we are allowed to open back up for group meetings.

The book up for discussion is *A Thousand Splendid Suns* by Khaled Hosseini. Book club usually meets the second Monday of the month from 5:45 PM – 6:45 PM.

- We held a plant swap outside of the library during the week of September 14-18. People could stop by and leave a plant or a tip for caring for plants and then take a plant of their choosing. It was a beautiful week and many community members were very generous to drop off a variety of vines, succulents, ferns and more. Many folks stopped in to share their tips for plant care with a total of 34 grabbing and new “green friend” to take home. It was a great success and we look forward to doing it again.
- During the month of October (and beyond), there will continue to be many virtual events being held that patrons throughout Marathon County can access. Some of these include story times, weekly informational sessions from “Colossal Fossils,” “The Lincoln-Douglas Debates” hosted by the Marathon County Historical Society, horticulture presentations with Janell Wehr (this month it’s “Forcing Bulbs”) and other exciting options which can be accessed virtually. More information for these programs is available on the MCPL website. During the week of **October 5-9**, we will be offering a chance to say “thank you” by picking up a Grab & Go kit of supplies to create greeting cards and “**Notes of Encouragement**” for our **health care workers** in the area. We will then be collecting the cards through the **month of October** to be delivered by the **United Way of Marathon County**.

Circulation Statistics

- Marathon circulated 1,610 items during the month of September. This is a 45.46% decrease from this time last year. So far in 2020, Marathon has circulated 14,306 items. This is a 53.32% decrease over last year. **The library has been closed to the public since March 16 due to the Covid-19 Pandemic. We have since opened for limited “by appointment” hours and curbside pickup each day.

Library News

- During the month of September, we recorded 166 patron curbside pick-ups and 136 patrons visited the library during our special hours. The response to our opening has been very positive. Many people are excited to get back to the library!
- Lisa attended the Branch Coordinators’ virtual meeting on September 18.

Facilities Updates

- None to report at this time.

Mosinee Monthly Report

Events and Programs

- Regularly scheduled programming was canceled due to our closure.
- Book Club: Our virtual Book Club had 4 participants this month, to discuss the book *Britt-Marie was Here*.

- We hosted a grab and go kit celebrating Roald Dahl's birthday, which included supplies to make a pipe cleaner lollipop, numerous activity sheets, and a page packed full of additional ideas children could do at home. Thirteen kits were taken during the week of the 14th.
- A virtual Zoom presentation of our previously planned "Bring them Inside" presentation about bringing plants inside for the winter, was provided on the following dates: September 10th, 14th, and 16th. These sessions were presented by Janell Wehr, the horticulture educator with UW-Madison Division of Extension.

Circulation Statistics

- Mosinee circulated 1,626 items in September 2020. This is a 52.91% decrease. Mosinee has circulated 13,822 items in 2020. This is a 58.31% decrease.

Library News

- Displays: Julie changed our displays over and created Back to School displays, a display on local Wisconsin authors, and a display on books and movies that feature homelessness, which also promoted the NAOMI sponsored Community Book Read entitled *Wild Counselor* by Jim Finucan.
- The adult nonfiction section was this month's inventory project. By the end of the month Sarah reached 746.43204 SPAIN.
- Juvenile nonfiction was weeded.
- In September we had a total of 175 curbsides and 112 patrons for 79 appointments. Curbside remains the more popular service, and nights typically remain slow with only very occasional requests after 5 or 6 p.m. at the latest.

Facilities Updates

- On Tuesday the 29th the fire alarm was going off as Sarah was entering the building. No dangerous conditions to cause this were present. This has been a repeated issue in the past when smoke detectors needed replacement or batteries needed replacement. The alarm was temporarily silenced and Sarah put in a request for a technician with Per Mar. As of October 1st, a technician has not been able to come out to evaluate the system yet.
- On Tuesday the 29th the handle on the toilet in the women's restroom needed to be replaced. Our custodian took care of this that same afternoon.

Rothschild Monthly Report

Events and Programs

- Due to lack of interest, we did not hold a September virtual book club. In October, our virtual book club will be discussing *The Wife Between Us* by Greer Hendricks and Sarah Pekkanen on Wednesday, October 28th at 11:00am. We will continue to offer a virtual option in case participants decide they would like to meet.

- We handed out 22 grab and go dragon letter of the week crafts for our preschool aged patrons. We also helped coordinate a virtual program put on the UW-Extension about Forcing Bulbs that will be held on various dates in September.

Circulation Statistics

- In September, Rothschild circulated 4,994 items. This is 49.37% decrease from last year. In 2020, Rothschild circulated 45,044 items. This is a 51.97% decrease from last year.
- In September, we completed 638 curbside pickup appointments and had 339 people visit the library for in-person appointments.

Library News

- Laura attended the September Branch Coordinator Meeting.
- Rothschild staff covered shifts in Spencer.
- Rothschild staff completed some collection maintenance including shifting, weeding, and searching for missing items.

Facilities Updates

- Ben relocated our Wi-Fi router to the ceiling to increase Wi-Fi strength.
- The Rothschild village offices remain closed to the public. They will only be letting people in via appointment.

Spencer Monthly Report

Events and Programs

- September would have been the first month of Spencer's Book Club, "As The Page Turns" after taking the summer off. It was decided that with the lack of internet in many of their homes and some being elderly we will wait until February and re-evaluate again.
- Colossal Fossils! A free virtual session on dinosaurs, fossils and more was promoted to many families, who showed a great interest.
- The Spencer Library continued handing out a PBS Summer Activity Book to children. During September, 6 more activity books were handed out.

Circulation Statistics

- Spencer circulated 781 items in the month of September. This is a decrease of 56.22%. Spencer has circulated 7,886 items in 2020. This is a decrease of 53.53%
- In the month of September, Spencer had 37 Curbside pickups, and 94 appointments with a total of 106 people for the appointments.

Library News

- Audrey continued to work with a county employee from a different department who had been injured on the job. Her last day was September 25th.
- The Policy Manual has been updated with many new pages.

- Adult non-fiction was weeded.
- Audrey attended a virtual Branch Coordinators Meeting on September 18th.
- MJ from Stratford covered the Spencer Library on September 16th, and Laura Wood from Rothschild covered on September 23rd (very last minute) because of a family emergency. Thanks to both!
- Adult fiction, adult large type, Dvd's, paperbacks, juvenile fiction, and children's picture books have all been shelf read and shifted to fit on shelves better.
- Adult 14 day books have been switched to 28 day books, and some of the "NEW" children's picture books have been shelved with other picture books.
- Spencer is displaying various artwork that is offered through MCPL. Many patrons were unaware of this service and have enjoyed looking at and checking out pictures and paintings.
- Lue Miller started on September 30th in Spencer as the new Spencer Branch Assistant. Lue trained in Wausau on September 21st/22nd. She will be a great asset to Spencer and Audrey is extremely happy to be working with her. Lue's many years of working with Start Right Program throughout the county will be a wonderful addition to the library.

Facilities Updates

- Nothing to report

Stratford Monthly Report

Events and Programs

- Our Virtual Story Time for National Elephant Appreciation Day was shared on the library's social media Sept. 22.
- We offered coordinating Take & Go Craft Kits in Stratford for this story time, and 19 patrons picked these up from our branch the week of Sept. 21.
- We collaborated with Wausau and all branches to brainstorm and share ideas for 2021 Take & Go Craft Kits.
- We planned and began preparing the rest of our 2020 Story Times and Craft Take & Go Kits.
- Upcoming October Program: We are offering a Leaf Man Virtual Story Time and coordinating craft the week of Oct. 19.
- The preschooler teacher at St. Joe's asked for some of our Virtual Story Times, so we sent her an email with some of the links to share with her class. She also asked us to prepare a bag of library books for her to share with her class.

Circulation Statistics

- We circulated 1,185 items in September. This is a 36.93% decrease from last year. In 2020, Stratford circulated 10,152 items. This is a 45.15% decrease from last year.
- We provided 112 curbside pickup appointments in September.
- We provided in-person appointments for 109 total patrons in September.

- Both services continue to go very well and patrons are very appreciative as well as respectful of the COVID 19 safety precautions.

Library News

- MJ subbed in Spencer for Audrey on Sept. 3 and 16. Darla shifted her hours here so that was possible.
- MJ attended the Branch Coordinator Go-To Meeting on Sept. 18 using the new branch laptop, which worked wonderfully!
- Darla covered MJ's shifts Sept. 23-25 so she could take some PTO. Thank you, Darla!

Facilities Updates

- Ben visited on Sept. 15 to work on improving our wireless service. While here, he updated our new laptop and connected it to a printer.
- Darla decorated the exterior and interior of our branch with fall items from her farm – pumpkins, gourds, cornstalks, and mums. Looks beautiful!

Director's Activities:

- 9-21-20 MCPL System Membership Review Task Force Meeting
- 9-21-20 Marathon County Public Library Board of Trustees Meeting
- 9-22-20 Engberg Anderson Interior Furnishings Meeting
- 9-28-20 Friends of the Marathon County Public Library Board Meeting
- 10-2-20 Resource Library Directors Meeting
- 10-8-20 Toward One Wisconsin Planning Meeting
- 10-9-20 Monthly agenda meeting with Library Board President
- 10-16-20 County Department Heads Meeting
- 10-16-20 Resource Library Director's Meeting
- 10-19-20 MCPL System Membership Review Task Force Meeting
- 10-19-20 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 10-19-20 MCPL System Membership Review Task Force Meeting
- 10-19-20 Marathon County Public Library Board of Trustees Meeting
- 10-30-20 Resource Library Directors Meeting
- 11-4,5-20 Wisconsin *Virtual* Digital Government Summit 2020
- TBD Policy reviews w/Managers
- TBD Monthly agenda meeting with Library Board President
- 11-6-20 County Department Heads Meeting
- 11-12,13-20 Toward One Wisconsin Virtual Inclusivity Conference
- 11-16-20 MCPL System Membership Review Task Force Meeting
- 11-16-20 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Library windows replacement and building sealing/flashing repairs continue.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

Toward One Wisconsin has been RESCHEDULED for Nov. 12-13, 2020 in Virtual Format.

Any other issues or items of note:

GL787 LIB 20 CIP TRANS Report Format 511

Period 9 ending September 30, 2020 Transaction status 1

Sub 604 LIBRARY CIP PROJECTS

Description	2020 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Or2 934 CIP PROJECTS							
APR 777A LIBRARY CIP PROJECT							
Cat 980 CAPITAL OUTLAY							
Act 8118 LIBRARY-BRANCH DEVELOPME	219,974.00			11,481.59	11,481.59	208,492.41	5.2
Act 8400 MAIN LIBRARY CUST SERVIC				118,884.55	118,884.55	118,884.55-	
Act 8402 LIBRARY-MARKETING EQUIPM	848.00					848.00	
Act 8444 LIBR-CUSTOMER SRV AREA	736,418.00	21,119.29		92,072.62	92,072.62	644,345.38	12.5

APR 777A LIBRARY CIP PROJECT	957,240.00	21,119.29		222,438.76	222,438.76	734,801.24	23.2

Or2 934 CIP PROJECTS	957,240.00	21,119.29		222,438.76	222,438.76	734,801.24	23.2

Sub 604 LIBRARY CIP PROJECTS	957,240.00	21,119.29		222,438.76	222,438.76	734,801.24	23.2

Report Final Totals	957,240.00	21,119.29		222,438.76	222,438.76	734,801.24	23.2
=====							